Job Title: (Respiratory Specialist)

Reports to: Annette Moser  
Responsibility Level: Staff  
Direct Supervision: Respiratory Manager  
Job Location: UI Health  
Department: Respiratory Care Services  
Job Category: Civil Service  
FSLA: Non/exempt  
Union Affiliation: N/A  
CS Position #: Job Code: 4123  
Last Revision Date: 05-18-2015  
Revised By: Annette Moser

Job Summary

Respiratory Specialists in this position apply critical respiratory care thinking in treating and diagnosis of patients in the Intensive Care Unit. They work in delivering appropriate patient care. This position to recognize needs and behaviors of a variety of age groups of patients treated. They must understand growth and development, normal patterns of adolescent behavior and look for signs of normal aging.

Essential Responsibilities

All duties and responsibilities affect patient care directly or indirectly. Procedures being performed must be done in their entirety. Your professional performance and attitude projects an image of the department. Attendance, punctuality and performing assigned duties are very important. Performance and attitude affect patient care delivery and the therapist’s working environment (workloads, getting off-duty on time).  
Respiratory Specialists must know the policies and procedures of the department.

The Respiratory Specialists must be able to respond swiftly to critical changes in a patient’s condition. They not only perform and make recommendations, but must be able to teach current respiratory care techniques.

Procedures not performed during the shift could cause harm to the patient and also places a burden on the on-coming shift. Adequate charting assists the patient care while inadequate or not charting will incur loss of revenue to the hospital as well as a loss of valuable patient care information.

Respiratory Specialists will have contact with patients, doctors, nurses and other therapists to discuss patient care. They will also have contact with students and new employees with regards to orientation and teaching. All communication must be professional and respectful at all times.

Disclaimer

This job description reflects the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
50% Initiates therapeutic procedures, conducts therapeutic procedures, modifies prescribed therapeutic procedures. This includes positioning patients, maintaining adequate humidification, oxygen and a patient airway. Conducts therapeutic procedures to improve the cardiopulmonary status of the patient. These procedures include: CPR, mechanical ventilation, pulmonary testing, IPPB, USN, incentive spirometry, transcutaneous monitoring, nitric oxide, heliox therapy. The therapist need to be able to calculate hemodynamic(A-a) gradients, airway resistance, Qs/Qt, A-v difference, static and dynamic compliance along with interpreting wave forms. The therapist must assess airway management and adjust endotracheal tubes as indicated.

22% Selects, assembles and checks equipment for proper function operation and cleanliness. This includes oxygen administration devices, aerosol generators, resuscitation devices; pressure, volume or time cycled ventilators, analyzers, breathing circuits and respirometers, heliox therapy, nitric oxide and negative pressure ventilators and intubation equipment. Assists in performing Quality Improvement within the department.

12% Selects, reviews, obtain and interpret data. Reviews existing data in patient record, progress notes, chemistries, pulmonary function, sputum culture, results of ventilator monitoring, blood pressure, pulmonary artery pressures, cardiac output, electrocardiogram and pleural drainage.

Collects and evaluates additional pertinent clinical information through physical examination and bedside parameters.

Recommends and /or obtains additional pertinent data such as; blood gas samples and analysis, spirometry, sputum culture, laboratory tests such as electrolytes, blood gas and the blood chemistries, EKG, X-ray, measure and interpret cardiorespiratory parameters along with analyzing hemodynamic values.

Interprets data and recommends ventilator parameter changes, oxygen therapy, bronchodilator protocols and other service provided by the Respiratory Care Department.

If required, performs and evaluates Spirometry before and after bronchodilators and Arterial Blood Gases.

9% Maintains records and communication. Records therapy and results as required by hospital and department policy manual through computer entry/retrieval. Has knowledge of word processing, e-mail and electronic charting system. Document date, time, frequency, medication and outcome of therapy.

5% Intensive Care Training. The following areas must be studied and performance tests taken prior to entering a critical care position: Oxygen Therapy, Tracheobronchial Hygiene, Pathology, Mechanical Ventilation, Pharmacology, Anatomy and Physiology, Neonatology.

1% Other duties assigned. All of the above require correct documentation in both hospital and departmental records. A mode of therapy is not considered completed until all tasks for that mode have been performed in their entirety including charting.
1% Assists physicians with special procedures such as a bronchoscopy, tracheostomy, insertion of chest tubes, invasive monitoring, intubation/extubation, pacemaker insertion, elective cardioversion, CAT Scan, cardiac catheterization and MRI procedures.

UI CARE: Patient & Employee Service Values

Service Values and UI CARE (Communicate, Acknowledge, Respect, Excel) Standards

Integrity and Service Excellence: Each person is treated with dignity, respect, and compassion. One should be sensitive to ethnic, cultural and racial differences. This is emphasized by the UI CARE behavior, “Respect: Patients First”.

Behavior: Performance is acceptable when everyone is greeted with a smile and a warm and caring manner using the person’s name whenever possible. No matter how I feel, I display a caring attitude. This is demonstrated through my hallway, elevator, and phone etiquette, as well as, my interactions with my peers, co-workers, volunteers, patients, and leaders.

Accountability: Each person displays loyalty and pride in the University of Illinois Hospital & Health Sciences System and its associated entities while upholding the confidentiality of patients, visitors, physicians, and co-workers. One should be a role model, be open-minded and collaborate with others. At the same time, one is fully accountable for their actions, and should focus on exceeding expectations. This is emphasized by the UI CARE behaviors: “Excel: Accountability & Teamwork” and “Ownership & Pride”.

Behavior: Performance is acceptable when concerns/problems with fellow employees and/or customers are not discussed with anyone other than the person involved or the supervisor. Patient/Employee issues and ideas are listened to and appropriate follow-up occurs to create a satisfied patient, patient family member, or employee/volunteer. I do not make excuses. I do not demean other people or departments. This is demonstrated by me taking full responsibility for my action regardless of the circumstances.

Innovation: Each person demonstrates commitment to open communication. Every conversation should incorporate the key elements of AIDET (Acknowledge, Introduce, Duration, Explain and Thank). This will convey courtesy, clarity, and indicate that one is actively listening. One should seek opportunities to “manage-up” others by highlighting positive situations. This will create an environment of recognition and praise while empowering others to take ownership. At the same time, create an overall welcoming environment. This is emphasized by the UI CARE behaviors “Communicate: Talk, Listen, Learn” and “Manage Up”. Also, the UI CARE behavior “Acknowledge: Reward and Recognize and Make People Feel Welcomed”.

Behavior: Performance is acceptable when openness and acceptance of constructive criticism occurs. Positive communication occurs by complimenting and expressing appreciation to others. I will listen and encourage others to express ideas and support ways to improve UI Health Experience and the evaluation and implementation of new ideas. I will focus on being clear in all of my conversations and interactions by using AIDET at all times. I will focus on making our patients/guests and employees/volunteers feel welcome but managing up others whenever possible.

Safety: Each person demonstrates pride in the physical appearance of UI Health, University of Illinois Hospital and its associated entities as a safe environment. One focuses on keeping the physical environment clean which includes the hallways, elevator, café, general areas, and one’s personal work area. One also demonstrates pride in their personal appearance. This is emphasized by the UI CARE behavior Respect: Appearance, Courtesy & Environment”.

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Behavior: Performance is acceptable when initiative is taken to maintain a safe and clean environment. I will conduct myself in a manner that respects and preserves equipment and the physical plant. I do not walk by spills, trash or unsafe conditions while walking the hallways, elevator, café, general areas and/or my personal area without assuring that they are attended to promptly by myself or appropriate personnel. I will take ownership of my surroundings. I will also focus on managing my personal appearance and body odor by dressing professionally and/or appropriate for my area, grooming appropriately, and by managing my personal hygiene.

Job Knowledge & Skills, Education, Experience

Knowledge of principles of circulation, anatomy, physiology, pulmonary disease and respiratory-related equipment, invasive and non-invasive monitoring, indication and effect of mechanical ventilation, indication capabilities of oxygen therapy and tracheobronchial hygiene.

Must be “registered” as a Respiratory Therapist by the National Board for Respiratory Care (NBRC) and licensed by the state of Illinois as a Respiratory Therapist, with 6 months of experience as in the field of respiratory care.

*Staff who do not hold the RRT credential as of this change (3/1/15) are grandfathered in and not required to hold an RRT, although it is recommended if eligible.

The Respiratory Specialist pursues professional growth by attending lectures and seminars on their own. Annual competency will be completed to verify these skills. Demonstrates continued involvement in growth and development of the Respiratory Care Services to promote department efficiency and professionalism. Promotes professionalism by demonstrating leadership through working relationships and fostering mutual respect with in the healthcare team.

Must have a current BLS and NRP certification. ACLS recommended. Active member of the AARC Preferred

Active and current license in the State of Illinois as a licensed Respiratory Therapist.

Provide any specific experience required

If there are desired preferences, please provide here.

Working Conditions – Physical Requirements & Work Environment

Physical Requirements - The therapist must meet the following physical requirements:

Sight: Corrected to 20/20 vision, no color blindness or night blindness.
Lifting 30 lbs.

Pushing 120 lbs

Stooping

Bending

Prolonged standing and walking

Two hands with good dexterity

Physical requirements vary with work assignments. 80% of the time is spent standing or walking. The other 20% are dependent on area assigned.

These duties require the therapist to work in all types of hospital environments.

**Signatures and Acknowledgement of Receipt**

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